

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA
BOARD OF COMMISSIONERS**

PUBLIC MEETING

AGENDA - MINUTES

October 18, 2017

A public meeting of the South Whitehall Township Board of Commissioners was held at 7:00 p.m. on October 18, 2017 at the township municipal building located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania.

Commissioners attending:

Christina Tori Morgan, President
Glenn Block, Vice President
David Bond, Secretary
Matthew Mulqueen

Staff attending:

Renee Bickel, Township Manager
Chief John Christman, Police Department
George Kinney, Director of Community Development
Gerald Harbison, Community Development Manager
Brooke Neve, Director of Finance
Lenore Horos, Director of Risk Management & Contract Administration
Peter Pineda, Authority Manger
Joseph Zator, Township Solicitor
Ralph Russek, Jr., Township Engineer

AGENDA ITEM #1-CALL TO ORDER

Commissioner Morgan called the meeting to order at 7:02 p.m.

AGENDA ITEM #2-PLEDGE OF ALLEGIANCE

At Commissioner Morgan's request, all rose to recite the Pledge of Allegiance to the flag.

AGENDA ITEM #3-NOTIFICATIONS

Commissioner Morgan informed all present that all public sessions of the South Whitehall Township Board of Commissioners (BOC) are electronically recorded and that the recording will be destroyed when the minutes of the meeting are approved. The BOC met in Executive Session on October 16th to discuss legal matters and prior to tonight's meeting to discuss legal and personnel matters.

AGENDA ITEM #4 – MINUTES

The Board was provided with draft minutes from the October 16, 2017 budget workshop meeting. Commissioner Bond moved to approve the minutes. Commissioner Mulqueen seconded the motion and it passed unanimously.

The Board was provided with draft minutes from the October 4, 2017 meeting. Commissioner Bond moved to approve the minutes. Commissioner Mulqueen seconded the motion and it passed unanimously.

The Board was provided with draft minutes from the September 27, 2017 workshop meeting. Commissioner Mulqueen moved to approve the minutes. Commissioner Bond seconded the motion and it passed unanimously.

AGENDA ITEM #5 – PUBLIC HEARING - None

AGENDA ITEM #6 - ORDINANCES

- a. **For Discussion Only – An Ordinance of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, To Adopt Criteria and Procedures for Calculating Water and Sewer Usage For Purposes of Calculating Tapping Fees, To Repeal Prior Inconsistent Ordinances, To Provide for a Severability Clause and To Provide for an Effective Date.**

Attorney Zator said that this is another part of the transition of BOA responsibilities to the BOC. The developer will pay for water and sewer tapping fees for a project. The BOA did not have the authority to establish an ordinance and now an ordinance needs to be approved for the BOC. Commissioner Block moved to advertise this ordinance for adoption at a future BOC meeting. Commissioner Bond seconded the motion and it passed unanimously.

- b. **For Discussion Only – An Ordinance of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, To Adopt A Standard Policy Regarding Applications For, And Grants Of, Water and Sewer Capacity Allocations, To Repeal Prior Inconsistent Ordinances, To Provide for a Severability Clause and To Provide for an Effective Date.**

Attorney Zator reported that the township must verify the capacity allocations for water and sewer. Commissioner Mulqueen moved to advertise this ordinance for adoption at a future BOC meeting. Commissioner Block seconded the motion and it passed unanimously.

AGENDA ITEM #7 - RESOLUTIONS

- a. **A Resolution of The Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, To Establish Rates, Rents, Charges and Delinquent Charges for**

Furnishing Water Service to Consumers, and Establishing The Circumstances Under Which Water Service Is Discontinued and Municipal Liens Filed And To Provide for a General Repealer, Severability Clause and an Effective Date

Mr. Pineda said that this resolution establishes the drinking water charges at \$5.00/1,000 gallons. Commissioner Bond moved to approve the resolution. Commissioner Mulqueen seconded the motion and it passed unanimously.

- b. A Resolution of The Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, To Establish Rates, Rents, Charges and Delinquent Charges for Furnishing Sanitary Sewer Service to Consumers, And Establishing The Circumstances Under Which Sanitary Sewerage Service Is Discontinued and Municipal Liens Filed And To Provide for a General Repealer, Severability Clause and an Effective Date**

Mr. Pineda reported that this resolution establishes the minimum sewer service charge of \$62.50 per quarter or \$3.99/1,000 gallons. Commissioner Bond moved to approve the resolution. Commissioner Block seconded the motion and it passed unanimously.

- c. A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania To Establish A Fee Schedule for Administrative Fees and Public Works Fees Related to the Operation of the Water and Sanitary Sewer Systems and to Provide for a General Repealer, Severability Clause and an Effective Date.**

Commissioner Mulqueen moved to approve the resolution. Commissioner Block seconded the motion and it passed unanimously.

- d. A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania To Establish Collection Procedures for Water and Sanitary Sewer Fees, to Provide Authorization for Interest and a Schedule of Attorney Fees and Charges to be Added to the Amount Collected as part of Unpaid Water and Sanitary Sewer Fees for Delinquent Accounts and to Provide for a General Repealer, Severability Clause and An Effective Date**

Mr. Pineda said this resolution establishes collection procedures for delinquent utility accounts. Commissioner Block moved to approve the resolution. Commissioner Bond seconded the motion and it passed unanimously.

- e. A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, To Require Certain Non-Residential Customers to Establish a Grease Trap or Traps, To Require Certain Non-Residential Customers to Establish An Oil Trap or Traps, To Require Regular Maintenance of Grease and Oil Traps, To Require Regular Maintenance of Grease and Oil Traps, To Require Certain Inspections and Record Keeping, To Establish Fees Relating To The Cost of Township Sampling and Monitoring and Evaluating Discharges, To Establish An Excess Strength Charge For**

Regulated Facilities That Discharge Exceptional Strength Wastewater Into The Township Sanitary Sewer Collection System, and to Provide for a General Repealer, Severability Clause and An Effective Date

Mr. Pineda reported that food services and auto body shops must obtain a grease trap that monitors discharges. This resolution includes permit requirements. Alan Tope asked about exceptional strength wastewater and was told that Allentown charges our township and we must charge the customers. If testing is below a specific level there is no charge but if it is above there is a charge. Fast food restaurants will receive additional charges. Garages, schools and clubs that prepare food for sale will be charged. The residents will not incur these fees but the commercial customers will. Commissioner Bond moved to approve the resolution. Commissioner Mulqueen seconded the motion and it passed unanimously.

GENDA ITEM #8 – MOTIONS

a. Motion Requesting Permission to Dispose of Township Vehicles and Equipment

This motion is being tabled until a future meeting.

b. Motion Requesting Permission to Award Bid #2017-15 for Well station Emergency Generator Installation

Ms. Horos reviewed six bids for the installation of two generators. The 300 KW generator is an important purchase for the Jacoby Station. The lowest bid was from Ace Electric who provided adequate references. The bid was above the budgeted amount; and therefore, \$31,164 needs to be transferred to cover the difference. Commissioner Morgan moved to award the bid. Commissioner Mulqueen seconded the motion and it passed unanimously. Commissioner Bond moved to transfer the funds from the water main upgrade account to the major machinery account. Commissioner Mulqueen seconded the motion and it passed unanimously.

c. Motion Requesting Permission to Award Bid #2017-16 for Demolition of Recreation Hall located at 2466 Wehr Mill Road

Ms. Bickel asked for motion to reject all bids due to missing paperwork. Staff will work on advertising a new bid. Commissioner Bond moved to approve the motion to reject the bid. Commissioner Block seconded the motion and it passed unanimously.

AGENDA ITEM #9 - CORRESPONDENCE & INFORMATION ITEMS

a. Public Notice – Schedule of Budget Meeting Dates

Ms. Bickel said the budget workshop meetings began on Monday, October 16th from 6:00 p.m. - 8:00 p.m. There are five additional public workshop meetings are scheduled for the following

days: Monday, October 23rd, Monday, October 30th, Monday, November 6th, Wednesday, November 8th and Monday, November 13th.

b. Public Notice – Planning Commission Meeting, Thursday, October 19, 2017, 7:00 p.m.

Mr. Kinney said that there are two items on tomorrow night's agenda but Nestle Purina presentation will be postponed based on comments and questions from the BOC and staff.

AGENDA ITEM #10 - DIRECTION/DISCUSSION ITEMS

AGENDA ITEM #11 - OLD BUSINESS - None

AGENDA ITEM #12 – COURTESY OF THE FLOOR - None

AGENDA ITEM #13 – STATUS ITEMS

a. Executive Department

Ms. Bickel attended the LVPC annual award presentation. The township was nominated for an outdoor recreation award for the CBP entry signage. She thanked Mr. Cope and the sign designer, Bob Ehres, for their work on this project. The BOC congratulated staff on their work.

b. Community Development Department

Mr. Harbison reported that the permits for the new café at Dorney Park are under review. He provided two months of department reports to the BOC. Mr. Kinney, Manager Bickel and Mr. Cope went on an "L Tap Tech Assist" call to review the Presidential and Mauch Chunk Road intersection. Staff met with a federal highways representative to review traffic improvement ideas. Communities have free access to state funds through this program. The township will receive high and low cost suggestions. There are possible grants through the LVPC TIP program. Mr. Kinney will update the BOC on the suggestions from the federal representative.

c. Finance Department

Ms. Neve presented the September 30th financial statement highlights for the General, Capital, State Highway and Refuse Funds and provided the BOC with detailed summaries. All Capital Fund projects are on track to move forward toward completion by the end of the year. The township financial situation is sound. In addition, both the water and sewer financials are trending well with respect to the budget. Commissioner Bond thanked staff for keeping an eye on the expenses and is pleased to see a 6% decline in General Fund expenses. There was a discussion about the interfund transfer total which is now booked as a balance sheet item.

d. Parks & Recreation Department

Ms. Bickel recapped the fall family campout which took place on October 7th and October 8th. The movie "Goonies" will be shown on October 20th at Springhouse West. Trick or Treat is scheduled for October 27th with a rain date of October 28th.

e. Police Department

Chief Christman reported that "Coffee with a Cop" was held on October 4th at Biaggio's. Commissioner Bond attended and said that there were a lot of new people there. Three of the new police officers completed the 14 weeks of field training and will now be integrated into the schedule. The other 3 new officers will graduate from the Allentown Police Academy on December 8th. Commissioner Morgan thanked those officers who attended the Emergency Preparedness Day which was held in Upper Macungie Township in September.

f. Public Works Department

Mr. Clapper said the majority of the work on Broadway has been completed and the lines will be painted onto that road soon. Commissioner Bond will update PW on some painting issues. Leaf collection just began. There was a discussion about the schedule for leaf collection and Mr. Clapper said that there is none at this time but staff can look at doing a schedule. Commissioner Morgan suggested posting a basic idea of where the trucks will pick up. The work map will be utilized on the website. Ms. Bickel said that there is information on the website and asked if this can be expanded if possible. Both paving projects were completed and there will be an adjustment on the final cost. There will be a soil conservation meeting later this week which involves a \$61,000 grant for the dirt and gravel road ramp on Huckleberry Road. Commissioner Block thanked everyone for the work in the Deerfield neighborhood reporting that both the PW crew and subcontractors did a great job. There is one issue in front of the one home and this will be resolved before the contractor is paid. Commissioner Bond thanked crew for the work on Heather Court following the water line project.

g. Risk Management & Contract Administration

Ms. Horos said that there are several contracts moving back and forth. SCADA work will be scheduled soon. The tank maintenance repair rebid is ready and two more bids will go out soon. Ms. Horos is working with SSI to begin a cyber liability application to protect the township from any loss following the implementation of credit card program. She submitted paperwork for the refuse and recycling grant and PW staff took the state representative on a tour of all equipment that we are seeking reimbursement for. Attorney Zator's office is assisting with the credit card project. Staff continues to work with Munis with the permit module scheduled for this week and the work order program next week. Later there will be accounts payable and Tyler Cashier training. Commissioner Mulqueen asked if an audit must be done with the credit card program and was told that the township will use a third party and not house the information so no audit is necessary.

h. Township Authority

Mr. Pineda noted that the City of Allentown sent the township a letter that must be executed for phase one capital improvements of Kline's Island Wastewater Treatment Plant. This agreement is being reviewed by the solicitor's office and will be discussed further at a BOC workshop. The deadline for execution is November 15th. Mr. Pineda met with the City of Allentown on October 10th and next meeting is scheduled on November 14th. PW is repairing manholes and sewer mains and they are identifying more areas for rehabilitation in the township. The repairs will prevent inflow and infiltration which is the main reason that Allentown's plant is being upgraded.

i. Township Engineer

Mr. Russek reported that the sale of units for Blue Barn exceeding the expectations and the developer is planning to work on stage two of the project.

AGENDA ITEM #14 - PAYMENT OF INVOICES

Invoices and Purchasing Requisitions have been reviewed by the Township Manager and the Finance Manager who authorized that checks be issued to pay bills as tabulated. Commissioner Block moved to approve the payment of invoices. Commissioner Bond seconded the motion and it passed unanimously.

AGENDA ITEM #15-EXECUTIVE SESSION – None

AGENDA ITEM #16 - ADJOURNMENT

At 7:58 p.m., Commissioner Block moved to adjourn. Commissioner Mulqueen seconded the motion and it passed unanimously.

APPROVED: November 1, 2017

A MOTION was made by Commissioner Bond, which was seconded by Commissioner Mulqueen, to approved the October 18, 2017, BOC Meeting Minutes. All in favor; none opposed.